



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 12/10/76	1. Agency Address Department of Human Resources Division of Mental Health & Mental Retard. Central State Hospital & Other State Inst. Special Therapies	Application Number 76-356	
Application Number DHR-124		Date Received DEC 13 1976	Date Completed DEC 29 1976
2. Person to Contact Charles Braden		Working Title Chief, Support Services	Telephone Number 656-4908
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974 Latest Present		5. Records Series Title (followed by title used in office, if different) Patient Worker Case Files (Agency-wide Application)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Mental Health and Mental Retardation administers the programs for mental health, mental retardation, and other developmental disabilities; alcohol and drug abuse; and training and research. This Division is also concerned with community mental health, and the administration of the State mental hospitals and rehabilitation and retardation centers state-wide.  Georgia's Regional Hospitals (State-financed Institutions and Medical Centers) provide localized care for old people and their diseases; alcohol and drug abuse clients; mentally ill, retarded and emotionally disturbed people; conduct training and education for persons who work in the various programs of mental health; and carry out research with the objective of determining the causes and possibly cures of mental illness. <u>AGENCYWIDE APPLICATION</u>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining records on patient-workers.  Included but not limited to may be Patient Labor Application; Medical Referral; Job Description; Authorization to Hire; Authorization to Change; Computation of Rated Wage; <del>Employee Locator Card</del> ; and similar and related documents. Also included are Patient Locator Card Files which serve as an index to the files. Files may be arranged alphabetically by patient's name or numerically by position numbers assigned to each patient and cross-referenced to card index file by names.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <i>Confidential Client Information</i>
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>Some information may be included in Patient Medical Record.</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                  |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.     |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>30</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.     |

Attach copy or excerpt of laws or regulations. Explain administrative need.

*This unit feels that a long term retention is needed in case of a law suit against the state.*

*(This is a new program - DHR will re-evaluate retention requirements at a later time)*

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

#### Patient Worker Case File

- Upon termination of employment place in inactive file; hold two years; then transfer to State Records Center or Institution Local Holding Area; hold 30 years, then destroy.

Patient Worker Locator Card File - Destroy upon termination of patient employment.

Note: Those institutions which maintain similar documents as part of the Patient Medical Record, may dispose of these records in accordance with Retention Schedule No. 73-311.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Office (Signature)	Date
<i>Charles St. Braden</i>	<i>Dec 9, 76</i>	<i>W. J. McDonald DHR RMO</i>	<i>12-9-76</i>

  

State Records Committee (Signature)		Date
State Auditor/Designee	<i>Norm H. Jemel</i>	<i>12-22-76</i>
Secretary of State/Designee	<i>Carroll Hunt</i>	<i>12-16-76</i>
Attorney General/Designee	<i>W. J. Jemel</i>	<i>12-22-76</i>

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)

Department of Human Resources  
Division of Mental Health & Mental Retardation  
Central State Hospital & Other State Institutions  
Special Therapies

#6 continued

Special Therapies and similar and related units operate Industrial Work Programs for patients. Basic elements of the program include evaluation of patient skills to promote job placement training and remuneration elements.